



# Sample Letter of Invitation to Join Host Committee

Dear [NAME]:

[NAME OF INSTITUTION SENDING LETTER], in cooperation with the National Eye Institute (NEI) of the National Institutes of Health, hopes to bring **THE EYE SITE—A Traveling Exhibit on Low Vision for Shopping Centers** to the [LOCATION] area. I am writing to invite you to serve on the [NAME] Host Committee that will sponsor the exhibit at shopping malls throughout our community. An initial Host Committee meeting is scheduled for [DATE, TIME] at [LOCATION] to discuss the tour. Please let [NAME, CONTACT INFORMATION] know if you can join us for the meeting.

**THE EYE SITE** illustrates for the general public, through interactive multimedia kiosks, what it is like to have low vision—the warning signs, the causes, and what can be done about it. The exhibit presents a wonderful opportunity to educate the public, especially seniors, about low vision and how low vision rehabilitation can help people lead independent lives. The exhibit also features free information on local resources and services and displays the names of the local hosts.

Since the exhibit tour was launched in the spring of 2001, more than 11 million shoppers have had an opportunity to see the exhibit and learn about low vision. Two identical exhibits are now on tour and have stopped at 32 malls in 14 states.

Exhibit visitors and mall marketing directors give **THE EYE SITE** positive reviews. Comments from visitors have included:

*"The 'visual devices' kiosk was particularly interesting and gives us hope that maybe my husband can return to work. Thank you."*

*"Thank you for the wonderful exhibit and the great useful pamphlets about low vision. Great to know that there are resources in our area."*

*"Very informative. Very well displayed."*

If you are interested in joining the [NAME] Host Committee, please plan to attend the meeting. Complete exhibit details are available on the NEI Website at **[www.nei.nih.gov/nehep/eyesite](http://www.nei.nih.gov/nehep/eyesite)**.

I hope you or your designee will be able to join us on [DATE OF MEETING].

Sincerely,  
[SIGNATURE]

[NAME]  
[TITLE]